



Rio Arriba County Detention Center (RACDC) POLICY 027: CONTROL CENTER SECURITY

It is the policy of the Rio Arriba County Detention facility that the control center officer monitors the entrances to the facility making sure that all doors are secure at all times.

Procedure:

1. The control center officer shall request the name and business of all people wishing to enter the facility.
2. Anyone wishing to visit an inmate will be asked to show picture identification. Only people authorized to visit will be allowed in the facility.
3. The visiting officer shall fill out the information requested on the visiting form. Visitor shall sign for the visit.
4. All visitors going past the secure area of the facility will be scanned with a metal detector before entering the secure area.
5. After filling out the proper paperwork and acquiring the signature of the visitor, the inmate will be called out to the visiting room.
6. All visits are by appointment only.
7. Special visits may be approved by the administrator or his designee.